

DJJ Training Calendar and Course Descriptions January – December 2012

The DJJ HR Training Center operates at the Cedar Lodge location at 1701 Old Bon Air Road in Chesterfield County.

SUPERVISORY/MANAGEMENT CLASSES:

Supervisor In-Service 2012: Guillermo Novo

With the amount of information that we are bombarded with at any given time, how do you determine what is necessary and what isn't? This class will help develop the skills needed to assess information in order to determine its significance and value, then use your new-found skill to make better decisions. To conclude, you will use your assessment and decision-making skills and apply them to the Serious Incident Reporting Procedure. **This class is required for all institutional security supervisors (Sergeant through Major) and recommended for any other supervisor.**

2/23/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
3/15/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
4/5/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
4/19/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
5/10/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
5/31/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
6/14/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
7/5/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
7/19/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
8/9/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
9/6/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
10/4/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
11/1/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
11/15/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge

Supervisory Toolkit 2012 – Various Instructors

This comprehensive 80 hour training is designed to make relevant information, skills and practice available to the new DJJ supervisors in his/her first 90 days in a supervisory position. A review of DHRM and DJJ policies will be emphasized, as well as the skills needed to effectively administer these policies. This training is divided into two 40 hour sessions and students attending the first week

MUST

attend the second week for the same class. This course includes a wide-ranging project that continues from the first week, through the second week.

1st Week:

4/23-27/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
6/25-29/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
8/27-31/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
11/5-9/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge

2nd Week:

5/14-18/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
7/16-20/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
9/17-21/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge
11/26-30/12	8:30 a.m. – 5:00 p.m.	Cedar Lodge

Classes are scheduled as follows:

- Week 1:**
- Day 1:** Welcome/Introduction/Self-Management/MBTI/Presentation Preparation
 - Day 2:** Customer Service/Professional Ethics Supervisor/Overview;
Civil Liability; Presentation Preparation
 - Day 3:** Recruitment/Selection
 - Day 4:** Performance Management
 - Day 5:** Conflict Resolution; Class Presentations
- Week 2:**
- Day 1:** Leadership and Coaching
 - Day 2:** FLSA/Timekeeping & Leave Reporting
 - Day 3:** Standards of Conduct/Grievance Management
 - Day 4:** Preventing Harassment; Presentation Preparation
 - Day 5:** Managing Generations in the Workplace; Final Presentations

PROFESSIONAL DEVELOPMENT:

Adolescent Depression – John Ehrmantraut

A significant number of juveniles in DJJ have depressive disorders. This workshop focuses on how adolescent brain development, trauma history, and adolescent developmental tasks affect the presentation of depression. Frequently occurring co-occurring disorders such as substance abuse, Post Traumatic Stress Disorder, and anxiety disorders are reviewed. Evidence based psychotherapies as well as psychopharmacology will be reviewed. Information on helping families and staff dealing with youth with depressive disorders will also be covered.

5/18/12	9:00 a.m. – 4:00 p.m.	Cedar Lodge
10/5/12	9:00 a.m. – 4:00 p.m.	WRO – Roanoke 5427 Peters Creek Rd., 24019

Basic Skills for Probation Officers – Dennis Sullivan

This 40 hour curriculum is designed for all new probation staff. The training will familiarize new probation officers with: the job tasks, functions, and roles of various positions within a court service unit; the intricacies of the professional/juvenile relationship; the legal and ethical framework for appropriate decision-making and case management; a working knowledge of agency policy, procedures and standards and/ the framework of the Balanced Approach to Juvenile Justice.

NOTE: Out-of-Town participants must submit registration forms no later than 15-30 days prior to training and promptly respond to request for additional information to insure hotel availability. Confirmations, directions and an assignment for the first day of training will be sent approximately 2 weeks prior to the start of training.

3/5-9/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
5/21-25/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
8/13-17/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
10/29-11/2/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge

2012 Institutional In-Service – Stephen Cotton, Coordinators

This in-service week is designed to assist security and non-security employees in meeting the training requirements set forth in the Interdepartmental Standards for Residential Facilities. Each day is created as a separate course which enables staff to pursue training specific to their job functions on a case-by-case basis. Though they are scheduled in a week, each day requires a separate enrollment.

(ONLY two months of classes will appear in LMS at one time. As a month passes, another month will be added.)

DJJ - 2012 Institutional In-service: Day 1 – Resident Interactions

REQUIRED OF ALL INSTITUTIONAL EMPLOYEES

Observation (1:00 hour); Resident Considerations (1 hour); Appropriate Relationships (including: Maintaining Appropriate Professional Relationships {170 C.2.}, Appropriate Interaction Among Staff and Residents {170 C.3.}, Resident Rights {170 C.6.}, Prohibited Actions {170 C.6.}, Child Abuse and Neglect {170 C.4.}, PREA, and Mandatory Reporting Requirements {170 C.5.} (3 hours); Gangs – Threat Characteristics and Intervention Strategies {SOP: 238-4.1} (2:30 hours); Written Test of Regulatory Requirements (0:30 hour).

DJJ - 2012 Institutional In-service: Day 2 – Thinking... Then Acting!

REQUIRED OF ALL INSTITUTIONAL EMPLOYEES

Critical Thinking and Decision-making (1:45 hours); Behavior Management Techniques {170 C.8.} (including: REACH Update {170 C.8.}, De-escalation Protocol {1120 A.& D.}, Disciplinary Process {1110 A.}, Self-injurious Behavior, and Suicide Prevention and Intervention {170 C.1. and 805 (ii)} (3:45 hours); Crisis Prevention {1130 B.1.} (including: Methods for Calming Resident's Behavior {1130 B.4.}, Emergency Preparedness and Response Plan and Procedure {170 B. and 460 B.1-5.}, and Standard Precautions {170 C.7. and 1000 B.2.} (2 hours); Written Test of Regulatory Requirements (0:30 hour).

DJJ - 2012 Institutional In-service: Day 3 – Detect, Dispose, Document, Describe, and Defend

REQUIRED OF ALL SECURITY STAFF; open enrollment for all other employees.

Detect: Control and Detection of Contraband {470 7.}, Control of the Perimeter {470 4.}, Searches of Buildings and Premises {470 6.}, and Live Shakedown (3:30 hours);

Dispose: Disposition of Contraband {470 7.} and Chain-of-Evidence (0:30 hour);

Document: Documentation Requirements {60 D.1-6.}, Report Writing {1110 B.}, and Review of SIR Procedure {60 and SOP-100 4.6} (1:45 hours);

Defend: Methods for responding to questions, to include cross-examination (1:30 hours).

DJJ - 2012 Institutional In-service: Day 4 – Transportation and Standard First Aid Refresher

REQUIRED OF ALL SECURITY STAFF; **NOT** designed nor intended for open enrollment.

Dress is gym style in order to conduct physical exercise and skill demonstrations on the floor.

Transportation Guidelines and Requirements {540}, Use of Mechanical Restraints for Transportation {170 H. and 1180 B.}, Use of Medically Approved Restraints {1180 A.1. and 1200}, Positional Asphyxia (4 hours);

Refresher of Adult CPR, AED, and First Aid {170 D.} (4 hours). **NOTE: This class is a refresher of skills for those already certified and is not the full class for someone seeking certification.**

DJJ - 2012 Institutional In-service: Day 5 – Behavior Intervention

REQUIRED OF ALL SECURITY STAFF; open enrollment for all other institutional employees.

NOTE: This class is a refresher of skills for those already certified and is not for someone seeking initial certification.

Dress is gym style in order to conduct physical exercise and skill demonstrations on the floor.

Handle With Care – Physical {170 G.& H., 1130 A.2-3., and 1180 B..} (5:30 hours); and Behavior Intervention Scenarios (2:30 hours).

1/30-2/3/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
2/13-17/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
2/27-3/2/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/5-9/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/19-23/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/26-30/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
4/9-13/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
4/23-27/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
4/30-5/4/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
5/14-18/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
5/21-25/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
6/4-8/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge

6/18-22/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
6/25-29/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/9-13/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/11-15/11	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/23-27/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/30-8/3/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
8/13-17/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
8/20-24/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
9/10-14/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
9/24-28/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
10/15-19/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
10/22-26/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
11/5-9/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
11/26-30/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge
12/3-7/12	8:00 a.m. – 5:00 p.m.	Cedar Lodge

Mental Health Services: An Institutional Overview - Dr. John Ehrmantraut

This course is Mandatory for New JCC Counselors (Basic Skills course) and may benefit Parole Officers working with this population.

This class will review the mental health characteristics of incarcerated youth; breakdown DSM IV diagnoses of our population; review the assessment process; look at the roles and mission of DJJ's Behavioral Services Unit (BSU); provide a brief overview of the assessment and minimum interventions of Self Injurious Behavior (SIB); and address common problems and the need for teamwork.

4/20/12	8:30 a.m. – 12:30 p.m.	Cedar Lodge
7/20/12	8:30 a.m. – 12:30 p.m.	Cedar Lodge
11/16/12	8:30 a.m. – 12:30 p.m.	Cedar Lodge

Sex Offender Services (3 days) – Art Mayer

Overview of DJJ's sex offender treatment programs to include: discussion of current typologies; etiology and clinical treatment approaches of committed juvenile sexual offenders. Overview also includes re-entry planning, discussion of Virginia's sex offender legal issues, working with the female offender, working the developmentally delayed offender and providing security supervision to sexual offenders within the JCC's.

3/12-14/12	8:30 a.m. – 4:30 p.m.	Cedar Lodge
10/22-24/12	8:30 a.m. – 4:30 p.m.	Cedar Lodge

Substance Abuse Treatment Training (3 days) - Arthur Mayer

Overview of DJJ substance abuse treatment programming to include: a brief introduction of substance abuse etiology; process of addiction; theoretical change model; pharmacology (street drugs); brief overview of assessment and screening; overview of the Cannabis Youth Treatment Program; female gender-specific programming; re-entry planning and drug abuse trends from a law enforcement perspective.

4/4-6/12	8:30 a.m. – 4:30 p.m.	Cedar Lodge
11/5-7/12	8:30 a.m. – 4:30 p.m.	Cedar Lodge

Special Requests: (Available by special request for groups of (15) or more):

- **Safety & Security for CSU personnel** - Conducting field or home visits can be a dangerous occurrence. Are you mentally preparing yourself before each field or home visit? With mandatory deadlines, court appearances and other administrative concerns we often times forget to practice basic personal safety techniques. This course will provide the CSU employee with practical methods to enhance personal safety in the field and office. This course features information offered during the Basic Skills for Probation Officers program and has been updated to include a module on "Workplace Violence" a National Institutes of Health initiative. This course is recommended annually for all CSU employees.

Contact Jerry Johnson (804) 836-9797 or Guillermo Novo (804) 836-9208 or e-mail request to jerry.johnson@djj.virginia.gov or guillermo.novo@djj.virginia.gov

- **MBTI (Myers Briggs Type Indicator)** Do you get recharged from a moment alone with a good book? Or does gathering with friends for laughter and a movie revitalize you? Do you like to keep track of your work using a day timer? Or are you more likely to keep post-it notes on your steering wheel? Knowing your preferences and understanding others' preferences may help you to communicate more effectively. This can be especially critical if you are a manager or supervisor. This workshop will address communication style based on an individual's type, as identified by the MBTI. Participants will have an opportunity to learn who their individual preferences may affect, leadership styles and dealing with conflicts. (Participants must complete and return the MBTI instrument to the trainer no less than two weeks prior to taking the class).

Contact Yvonne Crenshaw (804) 836-8311 or e-mail request to Yvonne.crenshaw@djj.virginia.gov

Additional classes for the open enrollment calendar will be forthcoming.

DEPARTMENT OF JUVENILE JUSTICE

HEALTH SERVICES DIVISION



**TRAINING SCHEDULE
JANUARY – DECEMBER 2012**

ALL TRAINING IS PROVIDED AT CEDAR LODGE TRAINING CENTER, GARNER ROOM UNLESS OTHERWISE NOTED.

CPR for Healthcare Providers Re-certification & Standard First Aid – Teresa Volosevich

3/7/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/27/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/12/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
12/19/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

First Aid Only – Teresa Volosevich

2/1/12	8:30 a.m. – 12:30 p.m.	Cedar Lodge
4/11/12	8:30 a.m. – 12:30 p.m.	Cedar Lodge
5/9/12	8:30 a.m. – 12:30 p.m.	Cedar Lodge
8/15/12	8:30 a.m. – 12:30 p.m.	Cedar Lodge

Head/Joint Nurse/P & T Meeting – Elizebeth Morse

1/26/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
2/23/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
3/29/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
4/26/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
5/31/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
6/28/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
8/30/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
9/27/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
10/25/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
11/15/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
12/5/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge
12/7/12	8:30 a.m. – 3:00 p.m.	Cedar Lodge

Mandatory Training: Documentation & Immunizations – Kathleen Tauer

1/27/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
2/10/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
3/23/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
4/20/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
5/18/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/29/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Mandatory Training: Team Building & Conflict Resolution – Elizebeth Morse

8/24/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
9/7/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
9/28/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/26/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
11/9/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
11/30/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Medical Basic Skills: Day 1 – Medication – Elizebeth Morse

2/27/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/18/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/1/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
12/10/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Medical Basic Skills: Day 2 – On-line Pharmacy, Documentation & Dental Services – Teresa Volosevich

2/28/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/19/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/2/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
12/11/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Medical Basic Skills: Day 3 – Immunization, Phlebotomy, Veinipuncture, BSU, Blood Pressure Measurement – Elizebeth Morse

2/29/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/20/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/3/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
12/12/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Medical Basic Skills: Day 4 – Physical Assessment – Elizebeth Morse

3/1/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/21/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/4/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
12/13/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Medical Basic Skills: Day 5 – Skills Assessment – Kathleen Tauer

3/2/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/22/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/5/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
12/14/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Medication Aide Certification – Elizebeth Morse

3/13-15/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
8/7-10/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/30-11/2/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Medication Aide Re-Certification – Elizebeth Morse

2/8/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
6/14/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/17/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge

Returning Nurse Skills Day – Elizebeth Morse

2/3/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
3/16/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
4/13/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
5/11/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
8/17/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge
10/19/12	8:30 a.m. – 4:00 p.m.	Cedar Lodge